

S

SURVEILLANCE

REVISED 12/99

**PROCEDURE
FOR
VEHICLE OPERATION
INSPECTION**

Inspector's Position Guide

**“S”
PROCEDURE
FOR
VEHICLE OPERATION INSPECTION**
(Must be performed at least every 6 months)

Evaluate component condition according to the following:

Good

Requires no repair or replacement and is completely operational.

Fair

Requires minor corrective measures that are to be performed by capable agency personnel; or that deferred correction will not inhibit safe and efficient vehicle operation and will not cause or contribute to personal injury and potential hazardous occurrences.

Poor

Requires immediate professional repair, correction, or replacement.

N.E.

Not Equipped (check “Poor” when equipment is lost or missing).

COMPONENT CONDITION RATING (CHECK ONE PER COMPONENT)				
	GOOD	FAIR	POOR	NE
POSITION 1--FRONT - BEGIN (Engine must be shut off and cold)				
<i>1. Lift Hood</i>				
a. Hood latch secure, lubed, and operates easily.				
b. Hood hinges operate easily.				
c. Headlamp alignment.				
d. Hood stand (condition and operation).				
<i>2. Radiator</i>				
a. Coolant correct level and condition (color).				
b. Anti-freeze (maintain minimum -20°F year round).				
c. Leaks.				
d. Mountings.				
e. Material composition (fatigue/condition).				
f. Coolant flow (restricted passage?).				
<i>3. Pressure Cap</i>				
a. Condition (composition material, seals, spring, valving).				
b. Operation (valving, locking)				
<i>4. Engine</i>				
a. Crankcase oil level (determine P.M. due mileage/date; schedule due P.M.).				
b. Automatic transmission fluid level.				
c. Automatic transmission--dipstick condition.				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
d. Oil dipstick (deformation, breakage, and fit).				
e. Engine oil level.				
f. Fan blades damage, distortion, and looseness.				
g. Air filter clear of debris and engine oil contamination.				
h. PCV valve condition and operation.				
I. Breather element function, condition.				
j. Carburetor/fuel injection system for leaks.				
k. Intake manifold free from coolant.				
l. Fuel pump securely mounted.				
5. Battery (maintenance free/standard maintenance)				
a. Electrolyte level.				
b. Cell caps/vents.				
c. Case (look for cracks and leaks).				
d. Cables and terminals (check for excessive corrosion and looseness).				
e. Mounting(s) and securement(s).				
6. Fan Belts and Belt Driven Components				
a. Condition (belts, components, mountings, and pulleys of the following)				
1. Belt(s)				
2. Water pump				
3. Alternator				
4. Power steering				
5. Air conditioning				
6. Air (smog) pump				
7. Belt(s) tension				
b. Fan Shroud				
1. Mounting and anchors.				
2. Condition (breaks, missing section, etc.).				
7. Hoses (check for softness, hardening, cracking, and breaks)				
a. Radiator hoses.				
b. Heater hoses.				
c. Vacuum hoses.				
d. Emission component hoses.				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
e. Hose clamps (torque and condition missing).				
8. Brake Master Cylinder				
a. Fluid level.				
b. Mounting.				
c. Cover gasket and/or caps condition and function.				
9. Steering System				
a. Reservoir; check for proper fluid level.				
b. Steering box mounting anchors.				
c. Lines and fittings condition (power systems).				
d. Linkage (tie rods, drag links, pitman and idler arms).				
e. Column shaft and/or U-joints.				
10. Windshield Washer Fluid and Wipers				
a. Reservoir solution level.				
b. Proper protection -20E.				
c. Sprayer and hoses (condition and function).				
d. Blades (condition, sweep cycle, streaks).				
e. Control switch operation (all speeds and park modes).				
11. Leaks				
a. Fuel				
1. Carburetor/fuel body or accumulator (injection).				
2. Fuel lines and fittings.				
3. Fuel pump (external-body or engine mounted).				
4. Fuel injectors.				
b. Oil				
1. Valve covers and crankcase vent hoses.				
2. Air cleaner-oil bath type.				
3. Steering box.				
4. Power steering pump lines and fittings.				
5. Crankcase.				
6. Oil filter.				
7. Oil pressure sending unit.				
8. Transmission.				
9. Differential.				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
10. Engine breather.				
c. Coolant (water)				
1. Radiator.				
2. Water pump.				
3. Heater.				
4. Heater hoses.				
5. Radiator hoses.				
6. Engine block.				
7. Engine intake manifold.				
d. Brake Fluid				
1. Master cylinder.				
2. Brake fluid lines and fittings.				
3. Wheel cylinders.				
4. ABS pump/regulator.				
e. Freon				
1. Air conditioner components.				
POSITION 2--LEFT FRONT				
<i>1. Lights (anchors, lens, illumination)</i>				
a. Head.				
1. High beam.				
2. Low beam.				
b. Park.				
c. Turn.				
d. Emergency flash.				
e. Marker and/or clearance				
<div>Circle INOP</div> 1. Front clearance (center 1 2 3 Left).				
2. Side.				
f. Color (legal?).				
<i>2. Tires (driver's side front)</i>				
a. Condition (check for bulges, cracks, and exposed cords).				
b. Tread depth (front minimum of 4/32" measured in center of tread).				
c. Wheel (distortion, cracking, and deterioration).				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
d. Lug and lug nuts (observe for rust streaks around lug nuts. This condition indicates loose lug nuts); none missing.				
e. Wheel cover (damaged/missing).				
f. Proper tire inflation (air pressure).				
g. Valve stem and cap.				
h. Tire tread wear (normal pattern).				
3. Mirror (driver's outside left)				
a. Glass (cracks, looseness, or distortion).				
b. Brackets and fasteners--secure and mounted properly.				
4. Front Suspension				
a. Shock absorber (no leaks and torque anchors).				
b. Ball joint looseness (tire tread wear indicated).				
c. Check ball joint for damaged seals (won't retain lubricant).				
d. Observe control arms for cracks, bends, or breakage.				
e. Torsion bar condition.				
f. Coil springs (broken, weak, and parts missing?).				
g. Front end alignment (tire tread wear).				
POSITION 3--DRIVER'S POSITION				
1. Door and Window Operation				
a. Door alignment (open and shut properly).				
b. Hinges lubed.				
c. Key lock operation.				
d. Handles and lock operation.				
e. Window condition.				
f. Window handle/switch (electric) operation.				
g. Door panel condition and fit.				
h. Door and window weather stripping condition and placement.				
2. Place gear selector in park/neutral; depress foot brake and start engine. Check the following:				
a. Cold start performance. Choke/fuel injection operation.				
b. Starter operation (listen for unusual noises).				
c. Check accelerator pedal operation/linkage(s).				
d. Engine operation and idling (listen for abnormal engine noises).				
e. Shut engine off (check for ignition key lock operation).				

<div> <div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div> </div>				
	GOOD	FAIR	POOR	NE
3. <i>Brake Booster Test: Start engine, run 15 seconds, then apply brakes several times. Pedal should become "harder" each time the brakes are applied, otherwise there is a vacuum leak.</i>				
a. Foot brake pedal travel should not exceed halfway point.				
4. <i>Parking Brake</i>				
a. Operation (vehicle should not pull away with transmission in "D" selector position for (automatic transmission) or 2nd gear (manual transmission)).				
5. <i>Steering Wheel (engine must be running)</i>				
a. Free play (not excessive).				
6. <i>Windshield</i>				
a. Overall condition and cleanliness.				
b. Scratches.				
c. Breakage, describe:				
d. Legal tinting and/or signage.				
e. Markings on window (FMVSS sanctioned--ASIO or AS1, windshield. AS1, AS2, AS3, others).				
7. <i>Horn</i>				
a. Components (original?).				
b. Audible (at least 200 feet).				
c. Operation				
8. <i>Driver's Seat Belt (condition and operation)</i>				
a. Anchors.				
b. Webbing.				
c. Buckle.				
d. Adjusting and locking devices.				
e. Retractor.				
9. <i>Dashboard Warning Lights, Gauges, and Meters Function</i>				
a. Fuel gauge.				
b. Speedometer.				
c. Temperature light/gauge.				
d. Oil pressure light/gauge.				
e. Amperage/voltage light/gauge.				
f. Seat belts light/buzzer.				
10. <i>Lights Operation and/or Illumination</i>				
a. Turn signal.				
1. Switch and lever.				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
2. Dash indicator.				
b. Light switch.				
c. Dome.				
d. Guide/courtesy.				
e. Instrument panel.				
POSITION 4--LEFT SIDE				
<i>1. Body (dents, jagged edges, protrusions, and loose bolts)</i>				
a. Front.				
1. Left.				
2. Right.				
b. Rear.				
1. Left.				
2. Right.				
c. Sides.				
1. Left.				
2. Right.				
d. Top				
<i>2. Exhaust System</i>				
a. Audible (listen for escaping exhaust gases).				
b. Visual (check for holes and excessive bends in piping, muffler, and catalytic converter).				
c. Clamps, hangers, and flanges condition.				
<i>3. Side Glass</i>				
a. Condition.				
b. Weatherstrip and molding.				
<i>4. Fuel Cap</i>				
a. Application (equal to O.E.).				
b. Fit (no leaks).				
c. Overall condition.				
POSITION 5--LEFT REAR				
<i>1. Suspension</i>				
a. Springs (check for weakness and distortion).				
b. Hangers/fasteners, etc.				
c. U-bolts and nuts (none loose or missing).				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
d. Axle housing and backing plate (observe for distortion, breakage, and leaks).				
2. <i>Lights (properly mounted, illumination, color, condition)</i>				
a. Tail.				
b. Brake.				
c. Turn signal.				
d. License plate.				
e. Back-up.				
f. Marker/clearance.				
g. Lenses (legal color).				
h. Emergency flashers.				
3. <i>License Plate (Number _____)</i>				
a. Condition/legible.				
b. Registration current? (expires: Month__ Year__).				
c. Properly mounted and secured.				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
4. Rear Tire(s) (inspect both tires/wheels of <u>dual</u> applications)				
a. Condition (check for bulges, cracks, and abrasions/severe enough to expose cords).				
b. Tread depth (minimum 2/32" measured in center of tire).				
c. Wheel (distortion, bends, etc.).				
d. Proper tire inflation.				
e. Lug and lug nuts (torque, none missing).				
f. Check valve stems for damage, weathering, deterioration, air leaks, and missing valve caps.				
g. Wheel cover (damaged, missing).				
h. Tire tread wear (normal pattern).				
POSITION 6--RIGHT REAR				
1. Suspension				
a. Springs (check for weakness and distortion).				
b. Hangers and fasteners' condition.				
c. U-Bolts and nuts (none loose or missing).				
d. Axle housing and backing plate (observe for distortion, breakage, and leaks).				
2. Lights (properly mounted, illumination, color, condition)				
a. Tail.				
b. Brake.				
c. Turn signal.				
d. License plate.				
e. Backup.				
f. Marker/clearance.				
g. Lenses (legal color).				
h. Emergency flash.				
3. Rear Tire(s) (inspect both tires/wheels, or <u>dual</u> application)				
a. Condition (check for bulges, cracks, and abrasions/severe enough to expose cords).				
b. Tread depth (minimum 2/32" measured in center of tire).				
c. Wheel (distortion, bends, etc.).				
d. Proper tire inflation.				
e. Lug stud and lug nuts (none missing, proper torque).				
f. Check valve stems for damage, weathering, deterioration, air leaks, and missing valve caps.				
g. Wheel cover (damage, missing).				
h. Tire tread wear (normal pattern).				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
4. Rear Door(s) Assembly				
a. Door alignment (properly fit, free movement of hinges and securely mounted).				
b. Molding/weather stripping (proper sealing).				
c. Locking devices, latch, and handles operation.				
d. Hinges, pins, stops, and latch lubrication.				
e. Panels (check for loose or missing bolts, moldings, and fabric/material).				
f. Key lock function.				
POSITION 7--RIGHT SIDE				
1. Door Assembly (side)				
a. Door alignment (properly fit, free movement of hinges, rollers, and slides, doors securely mounted).				
b. Molding/weather stripping properly sealed.				
c. Locking devices (stop open operation).				
d. Hinges, pins, stops, and latch lubrication.				
e. Panels (check for loose or missing bolts, moldings, and fabric/material).				
f. Key lock and punch/pull lock function.				
2. Ramp or Wheelchair Lift (must meet ADA approved minimum specifications when purchased after 1/26/92)				
a. Operation (operates smoothly and mechanically trouble free).				
b. Mounting (check to make sure lift is securely anchored to the vehicle and there are no loose bolts or securement).				
c. Hydraulic System				
1. Check fluid level (pump) per manufacturer's specification.				
2. Lines and fittings secure and do not leak fluid.				
3. Hose(s) condition (not too hard or soft).				
d. Lubrication (lube schedule or cycle is performed per manufacturer's recommendation. Determined from observation).				
e. Lift Switch.				
1. Hand switch is fully functional.				
2. Rail switch (if equipped) operates as designed.				
f. Platform.				
1. Material strength (observe for signs of failure--broken joint welds, stress cracking in grate, arms and swivels minimum of 600# load deflection).				
2. Surface is slip resistant.				
3. Wheel gate (block) functions per manufacturer design.				
g. Handrail(s) operate as designed.				

<div> <div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div> </div>				
	GOOD	FAIR	POOR	NE
3. Interior				
a. Check roof and deck for leaks and hazardous protrusions.				
b. Cleanliness.				
c. Seats (check for secure mountings and hazardous protrusions).				
d. Seat belts and wheelchair securement (check anchors, webbing, buckle operation, adjusting and locking devices).				
4. Route Designation Signs (front, right side)				
a. Operation (illumination).				
b. Condition.				
POSITION 8--RIGHT ENTRANCE				
1. Door and Window Operation				
a. Door alignment (open and shut properly).				
b. Hinges lubed.				
c. Key lock operational.				
d. Handles and push/pull lock operational.				
e. Window condition.				
f. Window handles/switch (electric) operational.				
g. Door panel properly fastened.				
h. Door and window weather stripping condition and placement.				
2. Fire Extinguisher				
a. Properly stowed (anchored/secured).				
b. Condition overall.				
c. State of chemical charge.				
3. First Aid Kit				
a. Condition.				
b. Properly stowed.				
c. Contents complete and not stale.				
4. Emergency Flares				
a. None missing.				
b. Stowed properly.				
c. Condition.				
5. Sun Visor(s)				
a. Components condition.				

<div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div>				
	GOOD	FAIR	POOR	NE
b. Operation.				
6. Signage (condition/placement/legible)				
a. Emergency evacuation procedure.				
b. Priority seating.				
c. Emergency exits.				
d. Wheelchair securement location.				
e. Emergency supplies (fire extinguisher, flares, first aid kit, etc.).				
f. Buckle Up (or equivalent).				
g. Watch Your Step warning.				
7. Board/Disembark Assistive Device(s) (condition, secured, clean, functional)				
a. Stanchion.				
b. Grab rail/bar.				
c. Public address (PA) system.				
d. Stop request (audio and visual).				
POSITION 9--RIGHT FRONT				
1. Front Tire (Right Side)				
a. Condition (check for bulges, cracks, and exposed cords).				
b. Tread depth 4/32" minimum measured in tire center.				
c. Wheel (distortion, bends, etc.).				
d. Lug stud and lug nuts (observe rust streaks around lug nuts. This condition indicates loose lug nuts; none missing).				
e. Wheel covers (damaged, missing).				
f. Proper tire inflation (air pressure).				
g. Valve stem and cap.				
h. Tire tread wear (normal pattern).				
2. Mirror				
a. Glass (check for cracks, looseness, or distortion).				
b. Brackets and fasteners secured and mounted properly.				
3. Lights (anchors, lens, illumination)				
a. Head				
1. High beam.				
2. Low beam.				
b. Park.				

<div> <div>COMPONENT CONDITION RATING</div> <div>(CHECK ONE PER COMPONENT)</div> </div>				
	GOOD	FAIR	POOR	NE
c. Turn.				
d. Emergency flash.				
e. Marker and/or clearance.				
1. Side.				
2. Right front clearance.				
f. Color (legal?).				
POSITION 10--IN AND ABOUT TO END				
<i>1. Close Hood</i>				
a. Alignment (proper fit).				
b. Latch and latch release operation.				
<i>2. Spare Tire and Wheel</i>				
a. Condition (check for bulges, cracks, and abrasions that expose cords).				
b. Proper tire inflation.				
c. Valve stem (damage, valve cap).				
d. Mount (secured, condition, no missing parts).				
e. Tread depth (minimum 4/32", measure in tread center).				
<i>3. Jack, Jack Handle, and Lug Wrench</i>				
a. Condition (complete, operational, and secured in mounting).				
b. Securement (complete and full function).				
<i>4. Transmission</i>				
a. Check gear selector lever for smooth shifting in all positions.				
b. Reverse audible alarm function.				
c. Components (undamaged and complete).				
<i>5. Air Conditioner and/or heater (engine must be running)</i>				
a. Operation (A/C--properly cooling; heating--hot air).				
1. Front.				
2. Rear.				
b. Hoses, fittings, and clamps (condition).				
c. Blower, motor operation (observe all speeds).				
1. Front.				
2. Rear.				
<i>6. Door Locks (stowage areas)</i>				
a. Operation (key and manual locking devices).				

**COMPONENT CONDITION RATING
(CHECK ONE PER COMPONENT)**

	GOOD	FAIR	POOR	NE
<i>7. State Inspection Certificate/Sticker</i>				
a. Quality (legible and intact).				
b. Currently valid.				
c. Registration certificate (VIN, license plate number, and vehicle description must match vehicle being inspected and must be current year).				
d. Insurance card (must be currently in force and apply to vehicle described in 10-7(c) above).				
<i>8. Shut Off Engine.</i>				
<i>9. Take appropriate corrective action required by each "Fair" (repair may be deferred) and "Poor" (must be corrected before vehicle is put in service) rating responses.</i>				
<i>10. Under "Comments" below, explain correction deferments of all "Fair" ratings. Use the numerical and alphabetical identification of each position, major component and minor component to identify each "Fair" rating; e.g., 9-2(b) remains serviceable after minor distortion.</i>				
<i>11. Add any additional comments as necessary to more clearly define the vehicle condition and operation.</i>				
<i>12. Sign your name, enter date of inspection, Vehicle Identification Number (VIN), the agency (contractor) name, and PAS number in the space provided below.</i>				

Forward all parts of the completed Vehicle Operation Inspection to:

Tracy Young
Utah Department of Transportation
Program Development, Box 143600
4501 South 2700 West
Salt Lake City, UT 84114-3600

INSPECTION DATE_____VIN#_____ODOMETER MILEAGE_____

INSPECTOR_____REPRESENTING_____

UDOT CONTRACTING AGENCY_____PAS#_____

COMMENTS:_____
